

# Park(ing) Day Permit Guidelines



## What is Park(ing) Day?

Park(ing) Day is a global event that occurs annually across the globe on the third Friday of September, aimed at reclaiming parking spaces by temporarily transforming them into exciting and imaginative park spaces or parklets. Local businesses, non-profits, and City Departments can all design and host their own temporary park.

The idea for Park(ing) Day originally started in San Francisco in 2005. Rebar, an art and design studio, created a temporary park to draw attention to the lack of open space and need for more space for pedestrians. The Park(ing) Day movement has since grown throughout the world to more than 160 different cities.

## How to Obtain a Permit for Park(ing) Day

**Last Day Applications will be accepted:**     **Second Friday in September (one week before Park(ing) Day)**

**Park(ing) Day Permit Fee:**                     **\$80 for Two Metered Parking Spaces or  
\$60 for Two Non-Metered Parking Spaces**

- A minimum of two spaces must be reserved to participate in Park(ing) Day.
- This fee includes the posting of two temporary “no parking” signs at the location.
- Additional spaces may be requested at a cost of \$40 per metered space or \$30 per non-metered space.
- The permit fee is due after the Site Review and Initial Approval, and prior to receiving the permit.

## Guidelines for Participating in Parking Day:

**Location:** Requests shall be for “Mid-Block” spaces only (for safety, spaces should not be requested at the end of street blocks);  
Only in metered spaces or time-regulated spaces (e.g. 2-hour parking)  
Not on rush hour/HOV streets  
Not in a handicap space  
Sites are subject to approval by the City of Alexandria, Transportation and Environmental Services, Permitting Section.

**NOTE: A maximum of two Park(ing) Day permits will be approved per block face. Requests for the same block face will be considered based on the order of application date.**

**Speed limit:** not over 25 mph

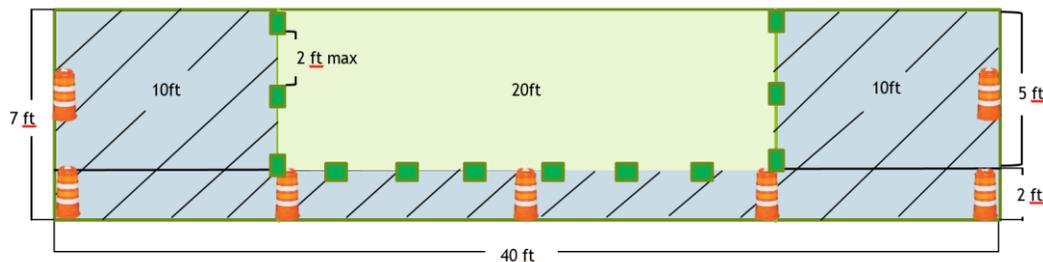
**Time:** 9:00 am to 3:30 pm

**Space size:** Two parking spaces (40ft) – 10ft buffer on each side of a 20ft design area (or at the ends of multiple PARK(ing) Day installations grouped together). Requested use area shall be enclosed on all sides along the buffer zones, not facing the sidewalk, with **maximum of 2 feet between fence objects, such as planters. See the example below**

**Bufferzone:** Bufferzone needs to be separated from the street and other parking spaces by traffic barrels.

A minimum of two parking spaces (40ft) – 10ft buffer on each side of 20ft design area is required to be maintained at all times. The area shall be enclosed on all sides towards the buffer zones, with the entrance/opening facing the sidewalk, with a maximum of 2 feet between fence and other objects, such as planters.

**Except for traffic barrels, buffer zones need to be kept clear of any objects or people.**



Enclosure - Plastic bollards (a.k.a. traffic Cones) linked with rope, potted plants, or any self-supporting boundary is important to provide a sense of enclosure and safety for visitors to your Park(ing) Day installation.

**Additional Information:**

No private advertisement shall be permitted.

**Restricted Items:**

Banners, balloons, flashing lights, canopies, freestanding tents, flying objects, etc.  
(Distraction for drivers)

Open flames of any kind, generators

Any loose or uncovered material (such as sand, gravel, mulch, stone, etc.)

Free-standing umbrellas

Sidewalk storage or overflow of activities

Physical structures that damage the surface, impede public space, or create a hazard  
(trip or slip hazard, etc.)

Activities that are inherently dangerous or are restricted by City Code

No vending or merchandise displays

By 3:30 pm on PARK(ing) Day, the permit holder must restore the public space within and adjacent to the design site to the condition existing immediately before its PARK(ing) Day utilization.

All trash and materials need to be removed from the site and appropriately disposed of. No deposit of materials shall be permitted within the Public Right of Way and shall be disposed of within private property.

Applicant accepts all liability of impacts during this activity, and has been acknowledged by either submitting General Liability Insurance naming the City of Alexandria or has signed the disclaimer on the permit application assuming all liability.